



## OPAC Configuration Form

**Instructions:** Please answer each question for every branch and bookmobile in your library system. Add more branches if needed. When finished, email to Shauna Borger, [sborger@library.in.gov](mailto:sborger@library.in.gov). After receipt of this form, you will be contacted to schedule a migration date.

- 1) Library Name:
- 2) Organization Identifier: *To be determined by ISL*
- 3) Please create an email account from which to send overdue notices: Example: [jaycountyoverdues@gmail.com](mailto:jaycountyoverdues@gmail.com):
- 4) Main Branch Name:
  - a. Main Branch Address: *Please use USPS formatting:*  
<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>
  - b. Main Branch Phone Number:
  - c. Main Branch Hours: *If closed a day, use CLOSED in both columns.*

Day	Open	Close
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

- d. Each library will have a local systems administrator who will be granted additional privileges, including the ability to assign permissions to their library's staff.
  - i. Local Systems Administrator Name, Email and Phone number:
  - ii. Local Systems Administrator barcode: *To be determined by ISL*

- iii. Local Systems Administrator after hours contact information (for purposes of migration weekend and ongoing support):

5) Branch 1 name:

- a. Branch 1 Address: *Please use USPS formatting:*  
<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

- b. Branch 1 Phone Number:

- c. Branch 1 Hours: *If closed a day, use CLOSED in both columns.*

Day	Open	Close
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

- d. Each library will have a local systems administrator who will be granted additional privileges, including the ability to assign permissions to their library's staff.

- i. Local Systems Administrator Name, Email and Phone number:

- ii. Local Systems Administrator barcode: *To be determined by ISL*

- iii. Local Systems Administrator after hours contact information (for purposes of migration weekend and ongoing support):

6) Branch 2 name:

- a. Branch 2 Address: *Please use USPS formatting:*  
<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

- b. Branch 2 Phone Number:

- c. Branch 2 Hours: *If closed a day, use CLOSED in both columns.*

Day	Open	Close
Sunday		
Monday		
Tuesday		
Wednesday		

Thursday		
Friday		
Saturday		

- iv. Each library will have a local systems administrator who will be granted additional privileges, including the ability to assign permissions to their library's staff.
- i. Local Systems Administrator Name, Email and Phone number:
  - ii. Local Systems Administrator barcode: *To be determined by ISL*
  - iii. Local Systems Administrator after hours contact information (for purposes of migration weekend and ongoing support):